



Atlantic Division-Wide ROICC Safety Stand-Down and Contractor Awards Implementation Process

STEP 1: Identify active contracts between 10% and 90% complete or where there is significant construction effort with high hazard potential.

STEP 2: Establish teams of office personnel consisting of engineers and construction representatives/engineering technicians, including supervisory personnel, for the purpose of performing a safety evaluation at each site (suggest two sites per team). Each team will have at least one AROICC who is responsible for the administration of the project being evaluated. Other team members shall consist of those who are not associated with administration or quality assurance of the sites visited. Depending on office size, suggest teams of three. Also, suggest assigning teams to sites grouped by team AROICC (leader) responsible for administering the projects.

STEP 3: Groups shall visit sites unannounced at the ROICC's discretion for work site assessments prior to 23 April 1999. Successive team inspections shall be performed each quarter or at greater frequencies as determined by each ROICC thereafter. Before 30 April 1999, each ROICC office shall conduct an in-house stand-down meeting to review the site assessment results. The assessment review meeting should include a discussion of the most common ten deficiencies found (top ten), the highest score (nominee for best site), and how each site ranked in comparison to the others.

STEP 4: Teams will meet with the project superintendent at each site at the beginning of each assessment for the purpose of informing the superintendent of the evaluation process and to offer the opportunity for he/she to accompany the ROICC team. It is important that in order to eliminate categories which are not applicable (N/A) the superintendent is consulted to identify current site work activities. Successful and timely inspections will require the team to divide the site into areas for each team member to inspect. The site can be divided into floors, inside, outside, wings, etc.

STEP 5: Teams shall utilize the safety Assessment Worksheet. This checklist shall be used to note safety observations made at the site. Extra credit items are reserved to separate the best from the best or to break a tie when comparing contractors to each other. Prior to leaving each site, the team is responsible for reviewing the safety results with the site superintendent. The team will also collectively, **without** the contractor's participation, agree on a unified overall site rating before leaving the site in order to prevent unnecessary confusion of the scoring comparison number. Resulting scores make it difficult, until an overall comparison is made, to identify what is a good or a bad score. A site score is accomplished by reviewing orally each category and developing a unified master worksheet for the site based on a collection of each team member's worksheet results from his/her respective areas. It is important to realize that the lowest score for any category is the overall score. This helps keep the process simple and also helps contractors to realize that each element is extremely important to the ROICC. Imminent danger observations, if any, must result in a stop work for that phase of the work and immediate corrective action by the site superintendent. Inspections should be made as if your own and should not be viewed as a reflection of the performance of the assigned ROICC representative.

STEP 6: A designated ROICC representative shall collect completed master worksheets from the AROICC team leader for compilation at the end of the day. Sites where no safety deficiencies are observed shall be annotated as such in the comment portion of the checklist. Each site will receive an evaluation rating based on the checklist results. For the purpose of this stand-down, each ROICC is to forward, by letter, a copy of the completed assessment checklist for each site. Two charts summarizing the ROICC office category and contractor comparisons are enclosed as a suggested method which could be used in a debrief package for each contractor's main office. In addition to the checklist, each contractor's package is to include an explanation of how they compared to other contractors. The debrief will also announce that the office is establishing an ongoing quarterly Contractor Safe Site Awards program which recognizes the best of the best using this technique.

STEP 7: For the purpose of this stand-down, please forward completed assessment checklists for your office to Bill Garrett, LANTNAVFACENGCOM Code 0526, or to the ENGLDACT Safety Specialist for components, as appropriate. Each ROICC package must include a nomination for safest contractor site award and identify the top ten deficiencies. LANTNAVFACENGCOM Code 0526 will provide an award letter and certificate for presentation by the ROICC to the selected contractor for this period, with the intention of awards to originate from each ROICC during future quarters. An overall annual LANTNAVFACENGCOM award will be provided during this stand-down and on an annual basis thereafter.